King County	Department of Adult and Juvenile Detention ALL Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.08.002, Department Records	Approved By:	Director John Diaz
	Effective Date:	August 27, 2021
	Reviewed By:	RISM, PRC
Distribution:	Review Date:	August 12, 2021

Purpose
To establish a protocol to catalog, record, maintain and dispose of all records created, used or maintained by the department in accordance with the Secretary of State and King County Records Retention Schedules.

Policy
It is the policy of this department to maintain files and/or records in accordance with the Secretary of State and King County Records Retention Schedules. These files and/or records may be in the form of physical media and/or may exist in an electronic record format.

References

Department Policies:	1.03.027, Maintenance of Personnel Files
	1.08.001, Forms Control
RCWs:	42.56, Public Records Act
	41.56, Public Employee's Collective Bargaining Act
	70.48.100, City and County Jails Act
	40.14, Preservation and Destruction of Public Records
Other References	Secretary of State Records Retention Schedule

Definitions
Public Record: Any *writing* containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Writing: Any handwriting, typewriting, printing, photo stating, photographing, and every other means of recording any form of communication or representation including, but not limited to letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic files and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data complications from which information may be obtained or translated.

Definitions:

Records and Information Systems Manager (RISM): A Staff Manager responsible for the development, issuance, and maintenance of department records.

A. General Guidelines

There shall be an established method of filing, recording, maintaining, and disposition of records in accordance with the Secretary of State and King County Records Retention Schedules.

1. It shall be standard practice of this department to maintain all records in a confidential, secure, and legal manner.
2. Only authorized department forms shall be used for permanent records following department policy 1.08.001, Forms Control.
3. All department authorized forms shall be issued by the RISM, and contain a department assigned form number.
4. Records no longer needed for regular or immediate business purposes shall be catalogued, packaged, logged, and retained or disposed of in accordance with King County Records Center standards. All completed records regarding retention or destruction shall be forwarded to the RISM for approval.